

THE CITY OF BRENTWOOD CITY OF BRENTWOOD ECONOMIC DEVELOPMENT DIVISION BUSINESS INCENTIVE APPLICATION

Please review program guidelines for information to submit with this application.

Outdoor Dining Furniture Grant Program

Application packages without all the information requested in the individual program guidelines will not be processed until the application submittal is complete.

Return application package in person to 150 City Park Way, Brentwood, CA 94513 or by mail to 150 City Park Way, Brentwood, CA 94513. Facsimiles will not be accepted.

	BUSINESS PROFILE	
BUSINESS NAME:		
BRENTWOOD BUSINESS ADDRES	SS:	
NATURE OF BUSINESS:		
TELEPHONE:	YEAR BUSINESS ESTABLISHED:	
APPLICANT		
ADDRESS:		
	_ EMAIL:	
PROPERTY OWNER(S) If more than one, list owners' information on separate sheet and include percentage of ownership		
	EMAIL:	
BUSINESS OWNERSHIP ☐ Sole Proprietorship	☐ Limited Partnership	
☐ General Partnership	☐ Not for Profit	
Other (define):		
The Assessor Parcel Number of this property is:		

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City of Brentwood Business License Number:		
List Date of Lease Expiration, if applicable (MM/DD/YY):		
CERTIFICATIONS		
I/We have read and understand the Program Guidelines and accept these qualifications and conditions. I/we authorize the Redevelopment Agency and/or the City of Brentwood staff the ability to inspect the property in relation to this application.		
I/We certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Redevelopment Agency and/or the City of Brentwood in the implementation of this project.		
I/We certify that the owner of the property is the owner of record and that there are no current code enforcement actions pending against this property. If application is being submitted by a tenant, property owner agrees to proposed improvements.		
INFORMATION PROVIDED WITH THIS APPLICATION WILL BE USED ONLY TO DETERMINE ELIGILIBITY FOR THE PROGRAM(S) AND GRANTING OF FUNDS. APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVE BASIS.		
PLEASE SIGN AND DATE: I/WE GIVE MY/OUR PERMISSION TO THE REDEVELOPMENT AGENCY AND/OR CITY OF BRENTWOOD TO REQUEST THE RELEASE OF ANY INFORMATION THAT WILL VERIFY MY/OUR ELIGILIBILITY TO RECEIVE FUNDS UNDER THE DOWNTOWN RESTAURANT INCENTIVE PROGRAM, FAÇADE IMPROVEMENT GRANT PROGRAM AND/OR OUTDOOR DINING FURNITURE GRANT PROGRAM. I/WE DECLARE UNDER PENALTY OR PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.		
DATE: Applicant:		
DATE: Property Owners:		
FOR OFFICE USE ONLY		
COMPLETE APPLICATION RECEIVED DATE:		
PROJECT IS: ELIGIBLE LOCATION INELIGIBLE SCOPE INELIGIBLE		
STAFF SIGNATURE OF APPLICATION APPROVAL:		

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CLIENT/CASE NUMBER: _____



Encroachment Permit Application

Public Works Department Engineering Division

Effective: July 1, 2007 Revised: September 1, 2010

		Assigned Permit No
Applicant:	Contractor:	
Contact Name:		
Address:		
Phone:	Phone:	
Email:	Email:	
Contractor License No.:	Business Licens	se No:
Location of Work:	Cost Estimate:	
Cross Street:	Estimated Com	pletion Date:
Description of Work: Applicable Standard Details and Special Provisions Notes:		
Applicable Standard Details and Special Provisions Notes:		
I hereby certify that all information provided in this application conditions attached to the permit and on the reverse side he		nplete and I agree to comply with the all
Applicant's Signature:		Date:
FEE CALCULATION	PERMIT APPROV	/ED:
Processing: \$		
Inspection Fee: \$	City Engineer	Date
Bond: \$		
Other: \$		
Total Fee: \$		

***This form is for application submittal purposes only ***

ENCROACHMENT PERMIT NOTES

PER CHAPTER 12.08 OF TITLE 12 OF THE CITY OF BRENTWOOD MUNICIPAL CODE, ENGINEERING PROCEDURES MANUAL AND STANDARD PLANS & SPECIFICATION

- 1. Permittee shall notify an Engineering inspector to set up a pre-construction meeting at least 48 hours prior to the start of any work. The name and phone number of the assigned inspector will be provided on the permit. This condition also applies to restart of the job when closed down by rain or other reasons for more than 10 days.
- 2. The permittee shall begin the work or use authorized by this permit within 30 calendar days from date issuance, unless a different period is stated in the permit. If the work or use is not begun accordingly, then the permit shall become void.
- 3. The permittee shall complete the work or use authorized by a permit issued pursuant to this chapter within the time and according to the terms specified in the permit. If work is unduly delayed by the permittee and if the interest of the public reasonably so demand, the city engineer shall have authority to complete the work or any portion thereof. The actual cost is such work by the city plus twenty percent as an overhead charge shall be charged to and paid by the permittee or his surety.
- 4. The permittee shall keep this permit at the site at work and the permit must be shown to any authorized representative of the City of Brentwood or the law enforcement officer on demand.
- 5. Permits shall be issued only to the person making application therefore and may not be assigned to another person or location by the permittee. If any permittee assigns his permit to another person or another location, the permit shall become void.
- 6. The Permittee shall be responsible for all liability for personal injury or property damage which may result from work permitted and done by the permittee or the failure of permittee to perform its obligations under the permit. If any claim of liability is made against the City, its officers or employees, the permittee shall defend, indemnify and hold them, and each of them, harmless from such claim insofar as permitted by law.
- 7. The applicant must file with the City Engineer a form approved by the City that is payable to the City of Brentwood in an amount equal to the cost of the work, up to a 20% contingency. Upon satisfactory completion of all work and receipt of a Maintenance Bond in amount up to 20% of the cost of the work, the original form of security will be released. The Maintenance Bond will be held for a period of one (1) year. The City may proceed against the security posted for actual costs incurred by the City associated with any non-compliance by applicant/permittee for permit or project conditions. In the event of a bond having been posted, the City may proceed against the surety and principal for the actual cost to the City plus 20%.
- 8. The permittee will provide and maintain insurance in the following types with the following limits:

General Permittee

- a) Commercial Liability Insurance, occurrence form, with a limit of not less than \$1,000,000.00-\$2,000,000.00 (dependent upon the size of the project) each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this permit or b e no less than two (2) times the occurrence limit. A Certificate of Liability shall be submitted with the City of Brentwood as Additional Insured. It must also include the Additional Insured Endorsement, without the Endorsement the Insurance will be considered invalid.
- b) Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000.00 each occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c) Workers Compensation in at least the minimum statutory limits.
- d) Employers' liability insurance, with minimum limits of \$1 million per occurrence.

Homeowner Permittee

- a) At the City's discretion, the City of Brentwood may allow copies of Home Owner Insurance certificates for review and file dependent upon the size and scope of work being proposed.
- 9. Any encroachment permit may be revoked at any time at the option of the City Engineer, whenever:
 - (1) It appears to the City Engineer that the continuing allowance of the encroachment, whether because of changed conditions or otherwise, interferes with the full, adequate or safe public use of the right-of-way or watercourse involved: and/or
 - (2) The permittee fails to comply with or violates any City Ordinance, City standards, safety regulations, or any condition of issuance of the permits.
- 10. Upon revocation of the permit, the permittee shall immediately restore the public right-of-way or watercourse to a condition as required by the City Engineer. If the restoration is not completed within the time specified by the City Engineer, the City may take any and all necessary action so required to restore the right-of-way or watercourse. Any and all costs incurred by the City for the enforcement of this Section shall be at the expense of the permittee. Cost incurred by the City will be deducted from any deposits and/or bonds posted by the permittee and, if necessary, recovered by legal action
- 11. The City Engineer is designated as the enforcement authority for violations determined at his/her sole discretion. Enforcement actions shall be as outlined in City Policies and procedures. Notwithstanding any City procedure that may be in effect, violations deemed an issue of public health or safety may be subject to immediate work stoppage.
- 12. Notify Underground Service Alert 48 hours prior to any excavation at (800) 642-2444.
- 13. All work performed under this permit is to be in accordance with the City of Brentwood Standard Plans and Specifications, subject to the inspection and approval of the City Engineer.
- 14. No changes may be made in the location, dimension, character or duration of the encroachment or use as granted by the permit except upon written authorization of the City Engineer.
- 15. The granting of the permit does not relieve the applicant of the responsibility of obtaining any other permit required by other public or private agencies, or individuals, i.e. Caltrans, CCCFC & WCD, Corps of Engineers, Dept. of Fish and Game, etc.
- 16. All site safety measures are the applicant's responsibility, including providing, erecting, and maintaining all warning signs, lights, barriers, or other devices necessary for the protection of the public. When working a city street, at least one 12 foot wide traffic lane shall be open at all times.
- 17. An approved Traffic control plan must be in place prior to start of work affecting the public right of way.
- 18. Temporary paving of a minimum of 2 inches of asphalt concrete shall be placed on all excavations within the street at the end of each day's work. It shall be kept in good repair at all times, and when directed by the Engineering Inspector, immediate attention shall be given to correct any noted deficiencies.
- 19. The hours of work within the public right-of-way shall be the regular hours of 7:00 A.M. to 3:30 P.M., Monday through Friday (excluding holidays). The owner or developer must submit a written request for approval by the City Engineer at least two (2) working days in advance to work during any other hours, weekends, or holidays. Work on days other than regular workdays requires additional compensation for overtime inspection and written approval from the City.

The following special hours of work will be enforced from Monday through Friday:

- (1) Work affecting traffic on Balfour Road, Brentwood Boulevard, Fairview Avenue, Lone Tree Way, Sand Creek Road, Central Boulevard or Walnut Boulevard will be limited to 9:00 am to 3:00
- (2) Work adjacent to or within fifteen hundred feet (1500') of any school while school is in session will be limited to 9:00 am to 3:00 pm.
- (3) Work within three hundred feet (300') of occupied residential units and not affecting Balfour Road, Brentwood Boulevard, Fairview Avenue, Lone Tree Way or Walnut Boulevard, south of Balfour Road will be limited to 8:00 am to 4:30 pm.
- (4) Work in excess of three hundred feet (300') from occupied residential units and not affecting Balfour Road, Brentwood Boulevard, Fairview Avenue, Lone Tree Way or Walnut Boulevard, south of Balfour Road, will be limited to 7:00 am to 5:00 pm.
- (5) All Saturday work shall be restricted to 9:00 am to 4:00 pm.

150 City Park Way, Brentwood, CA 94513

- 20. Upon completion of the work the applicant shall clean the right-of-way of all rubbish, debris, trees, brush, excess materials, temporary structures and equipment. Grounds and landscaping shall be restored to the approval of the property owner.
- 21. Any individual or corporation contracting work within the City of Brentwood is required to have a current City of Brentwood business license.

(925) 516-5420 Voice (925) 516-5421 Fax

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Universal Application

Planning Division

Effective: July 1, 2015 Revised: July 1, 2015

Applicant:	For Staff Use Only:
Contact:	File No.:
Address:	Date Received:
	Accepted By:
Telephone	Note:
Fax No.:	
Email:	
Site:	
APN:	
Annexation	Amendment
Deposit \$5,800.00	Deposit \$2,200.00
Conditional Use Permit	Design Review
Residential – Up to \$2,000.00 # units	Residential – Less than 5 units # units
Deposit - \$500 per unit \$	Deposit \$500.00 /unit up to \$2000 \$
Non-residential*	Residential (5 units or more) \$6,600.00
Deposit \$2,200.00 Daycare (single family residence) \$217.00	Non-residential * Deposit \$6,600.00
* Plus Engineering fees of \$2,198.00 + \$1,000.00	* Plus Engineering fees of \$2,198.00 + \$1,000.00
per acre for commercial projects ≥1 acre; # ac.	per acre for commercial projects ≥1 acre; # ac.
\$1,044.00 for commercial projects<1 acre \$	\$1,044.00 for commercial projects<1 acre \$
Tentative Maps	Time Extension
Number of lots	\$1,220.00
Deposit \$6,000.00	Peer Review
Parcel Map Waiver \$2,591.00 Tentative Subdivision Map Review	Deposit Actual cost + 25% City Administration \$
\$2,995.00 + \$10.00 per lot \$	Outdoor Dining / Merchandise Display Review
Tentative Parcel Map Review	No Charge
\$1,738.00 + \$10.00 per lot\$	Preliminary Application Review
Tentative Parcel Map Waiver Review \$767.00	No Charge
<u>Variance</u>	Residential Street Addressing
Deposit \$1,700.00	Subdivisions \$180.00
Administrative \$838.00	Secondary Units \$45.85
General Plan Maintenance Fee \$302.00	General / Specific Plan Amendment
# units or s.f. Per dwelling unit or non res per 2,500 s.f.	Deposit \$5,800.00 Residential Condo Conversion
·	
Sign Permit/Review Administrative \$272.00	Deposit \$2,200.00 Special Studies – (Traffic, Environmental, etc.)
Master Sign Program	Deposit \$
Deposit \$2,600.00	Actual cost + 25% City Administration
☐ Planning Commission Approval Permit	
Deposit \$900.00 Temporary Permit - Signs & Banners No Charge	Adult Oriented Zoning Review
	\$4,256.00
Temporary Use Permit ☐ TUP \$746.00	Rezoning / ZOA
☐ TUP \$746.00 ☐ Minor TUP \$59.00	Deposit \$4,900.00
ψ00.00	

Development Agreement Deposit \$4,200.00	Affordable Housing (Legal review or consulting) Deposit (Actual cost + 25%)		
Parking In-Lieu Number of spaces Fee is \$3,621.00 per space for Retail/Office/ Commercial, or any required additional off-site Residential parking space.	Admin Oil Permit Deposit \$2,500.00 Agricultural Mitigation Fee, per acre \$6,701.00 per acre # ac \$\$		
Appeal \$325.00	Complex Habitat Applications Deposit \$3,000.00		
Archival Fee S164.00 No charge if provided in acceptable electronic format Habitat Conservation S1,398.60 Environmental Review	Contra Costa County Clerk Filing Fees Notice of Exemption \$50.00 Notice of Determination (ND, MND) \$2,260.00 Notice of Determination (EIR) \$3,119.75 *An Environmental Determination for every application is made by the Community Development Department Staff following the submittal of a complete application. The applicant will be notified of the appropriate fee following this determination. The State Department of Fish & Game and Contra Costa County require the above Filing fee (AB 3158) at the time of project approval. Fees are to be included with the Application fees to the City of Brentwood.		
Environmental Impact Report Consultant cost + 25% for City Admin. Deposit \$	Landscape and Lighting District Formation/Annexation** Initial Deposit for Actual cost per Consultant Contract □ \$209.00		
 Negative Declaration (prepared by staff) Deposit \$3,500.00 Mitigated Negative Declaration (prepared by staff) Deposit \$4,900.00 Mitigated Negative Declaration (prepared by consultant Deposit (Actual cost + 25%) \$ 	Residential Up to 5 \$6,500.00 6 to 100 \$6,500.00+\$25/parcel>5		
Categorical Exemption \$180.00	301 to 400 \$12,375.00+\$10/parcel>300		
Landscape Plan Check & Inspection Fee (by Staff) Deposit \$3,000.00 Landscape Plan Check & Inspection Fee (by consultant Deposit \$	Multifamily 10 acres or more \$8,500.00 RGMP		
Actual Cost + 25% Disclaimer: This Universal Application is a standard form. The City Council periodically amends the fee schedule shown on this application. Notwithstanding the fee stated on this application, the fees shall be those approved by the City Council and shall be effective on the applicable date for those actions. Therefore, this form may not be the current version and may not contain current information, as fee schedule information contained herein may have changed and/or has been updated. The City of Brentwood makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. The City of Brentwood shall assume no liability for: 1) Any Errors, Omissions, or Inaccuracies in the information provided regardless of how caused; or 2) Any missing or incomplete information. A current copy of this form may be obtained at the City of Brentwood, Community Development Department at 150 City Park Way, Brentwood, CA 94513.			
FOR STAFF USE ONLY			
Fees Received: Date Receipt No. Amount			
Date Receipt No. Amount			
Notes:			

Proposed Project Name:			
Project Location or Address:			
Detailed Project Request/Description:			
Applicant's/Developer's Name:			
Address:		Telephone No.:	
City:	State: _	Zip Code:	
Fax No.:	Email Address		
Architect's or Engineer's Name:			
Address:		Telephone No.:	
City:	-	Zip Code:	
Fax No.:	Email Address		
Property Owner of Record's Name:			
Address:		Telephone No.:	
City:	State: _	Zip Code:	
Fax No.:	Email Address		
CERTIFICATION: I hereby certify that the statements furnished aborequired for this initial evaluation to the best of my true and correct to the best of my knowledge.			
Applicant's Signature		D	ate
Applicant's Name		Compa	ny Name
<i>NOTE:</i> If the Applicant is not the Property Owner, this/her official representative.	then the Property	Owner must sign below to	authorize the Applicant as
I,		property owner, do hereby	authorize the Applicant,
	as my of	ficial representative in all m	natters relating to this
Application.			
Owner's Name	Owner's	Signature	Date



INITIAL ENVIRONMENTAL QUESTIONNAIRE

Planning Division

Effective: July 1, 2007 Revised: June 25, 2007

(To be completed by applicant)

APPLICATION NO.:		CATION NO.:	DATE FILED:		
	I.	GENERAL INFORMATION:			
	1.	Name and address of developer or project sponsor:			
	2.	Name and address of project: Assessor's Parcel Number(s):			
	3.	Assessor's Parcel Number(s):			
	4.	List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state, and federal agencies:			
	5.				
	6.	Proposed use of site (project for which this form is filed):			
	II	. PROJECT DESCRIPTION (address each item	where applicable; attach additional sheets as necessary):		
7. 3	Site	Size	12. Proposed scheduling/timing of development		
8.	3. Square Footage		13. Associated projects		
9.]	9. Number of floors of construction		14. Anticipated phasing/incremental development		
10. Amount of off-street parking 15		ount of off-street parking	15. Amount of impervious surface created		
11.	1. Attach plans				

II. PROJECT DESCRIPTION (continued):

- 16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
- 17. If commercial, indicate the type, whether neighborhood-, city-, or regionally-oriented, square footage of sales area, and loading facilities.
- 18. If industrial, indicate type, estimated employment per shift, and loading facilities.
- 19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

III. ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS? (discuss all items checked "yes"; attach extra sheets as needed)

<u>YES</u>	<u>NO</u>	
		21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours
		22. Change in scenic views or vistas from existing residential areas or public lands or roads.
		23. Change in pattern, scale, or character of the general area of the project.
		24. Significant amounts of solid waste or litter.
		25. Change in dust, ash, smoke, fumes or odors in vicinity.
		26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
		27. Substantial change in existing noise or vibration levels in the vicinity.
		28. Site on filled land or on slope of 10 percent or more.
		29. Disposal of potential hazardous materials, such as toxic substances, flammables, or explosives.
		30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.).
		31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.).
		32. Relationship to a larger project or series of projects.
		33. Site previously used for agricultural purposes.
		I hereby certify that the statements furnished are true and correct to the best of my knowledge.
		(APPLICANT SIGNATURE) (DATE)